

Memo from Lois Coleman to Line/Staff Offices regarding SATO contract (March 4, 2002 through February 28, 2003):

Due to further reductions in commissions paid to travel agents by the airlines, the transaction fee will be further increased. Effective March 4, 2002, the transaction fee for domestic tickets issued (paper or electronic) at the on-site locations in HCHB, NIST in Gaithersburg, and NOAA in Silver Spring will be increased to \$19.22, and the rebate/refund received by the bureaus for international tickets issued will be \$25.03. For field locations, the transaction fee will be increased to \$17.22 for domestic air travel, and the rebate/refund for international tickets will be \$28.03. Also, for those offices that use the visa and passport services at SATO's HCHB site, the processing fee will be increased from \$2.00 to \$3.00 for each passport or visa processed.